

## PRIVACY AND DATA PROTECTION POLICY – FURTHER INFORMATION

### HANDLING DATA IN THE FRAMEWORK OF MOBILITY PROGRAMMES AND GRANTS MANAGED BY THE URV INTERNATIONAL CENTER

#### 1. Who is responsible for handling your data?

The organisation responsible for handling your personal data is the Universitat Rovira i Virgili, which is based at Carrer de l'Escorxador, s/n, 43003, Tarragona, and the website [www.urv.cat](http://www.urv.cat).

#### 2. What are the contact details of the person responsible for data protection?

The email address of the Data Protection Officer at the Universitat Rovira i Virgili is [dpd@urv.cat](mailto:dpd@urv.cat) and the postal address is Carrer de l'Escorxador, s/n, 43003, Tarragona.

#### 3. How do we collect your data?

During the selection process of each mobility programme, the International Center uses application forms to collect the personal data of students and staff of the Universitat Rovira i Virgili and the personal data of students and staff from partner universities.

#### 4. What do we use your data for?

The International Center uses the data it collects to process and give the final decision regarding a particular programme or grant, to communicate any necessary information during the implementation of the activity, to contact the applicant and to issue the necessary certificates.

Under no circumstances will the URV share this information for the creation of user profiles.

#### 5. How long will we keep your personal data for?

We will keep your personal data for 5 years.

## **6. What is the legal basis that gives us the right to handle your data?**

Your express consent provides the legal basis that gives us the right to handle your data.

## **7. A quins destinataris es facilitaran les vostres dades?**

We will not share your data with any third parties unless we are legally obliged to do so. In such an event, the URV will only share that data which is strictly necessary.

## **8. What are your rights?**

You have the right to be informed as to whether the URV is handling your personal data or not.

You have the right to access your personal data, to rectify them and to ask for them to be removed if, among other reasons, the data are no longer required for the purpose for which they were originally collected.

In certain circumstances established in article 18 of the General Data Protection Regulation, you may request the restriction of the processing of your data. In these cases, we will only retain your data for the purposes of exercising or defending any claims.

You may oppose the handling of your data for the purposes of marketing, including the creation of user profiles. The URV will cease to handle your personal data if requested to do so by you, unless there are overriding reasons not to do so or the URV needs to exercise or defend a legal claim.

You also have the right to obtain your personal data in a commonly used electronic format and to transfer them to another controller.

## **9. How can I exercise my rights?**

You can exercise your rights by writing to the Universitat Rovira i Virgili at Carrer de l'Escorxador, s/n, 43003, Tarragona or by sending an email to the [electronic registry of the URV](#).

## **10. How can I make a claim?**

If you think that your rights have been infringed, you have the right to submit a claim to the Autoritat Catalana de Protecció de Dades (Catalan Data Protection Authority). You can also submit a claim to the Data Protection Officer at the URV.